



Development Director

Council on Aging of Greater Nashville dba AgeWell Middle Tennessee

ORGANIZATION MISSION & JOB SUMMARY

At AgeWell Middle Tennessee, we believe in aging well. We believe that as more of us grow older, we have an exciting opportunity to reimagine our communities to ensure all of us can live and age well.

For forty years, our nonprofit has been a champion for older adults and family caregivers. Our small, dynamic and dedicated team serves as a trusted community resource and advocate for older adults and their families, and we thrive on being a catalyst for solutions to unmet needs.

We are seeking a highly motivated, strategic thinker and experienced nonprofit fundraiser to lead our development team, plan and implement strategies to reach and exceed annual revenue goals, and to attract and retain donors and sponsors by connecting them with our mission. If you are personable, innovative, organized, persuasive and enjoy building relationships, have proven development management experience, want to help older adults and caregivers and be part of a supportive team, please consider applying.

THE TEAM

AgeWell Middle Tennessee is located in Nashville, TN on the campus of Second Presbyterian Church, nestled in between Lipscomb and Belmont Universities. We serve older adults and family caregivers across 13 counties in Middle Tennessee. The Development team is committed to partnering with individuals, foundations and other organizations to raise the funds needed to fulfill our vital mission.

THE ROLE

The Development Director reports directly to the Executive Director and leads AgeWell fundraising efforts, working collaboratively and providing leadership and support to the development team (Grants & Operations Manager, Eldercare Coach and Partnerships Manager, Content & Events Manager). Together, the development team plans and pursues strategies to meet and exceed annual revenue goals through private contributions (including annual appeals, online fundraising, major gifts and planned gifts), grants, contracts, corporate partnerships/sponsorships, and an annual fundraiser (Sage Awards).

This is a 35 hour/week senior leadership position that offers hybrid work and supports work/life balance. As a senior leader, the majority of hours must be performed during core business hours (M-F, 9a-4p), with at least two days a week working at the office with team members.

Job Responsibilities

As Development Director, you will be part of AgeWell's senior leadership team and will:

Revenue Development & Donor Cultivation

- Serve as a key leadership team member and active participant in making strategic decisions regarding AgeWell's revenue development and diversification strategies, and hold primary responsibility for meeting revenue goals

- Plan and lead implementation of annual fundraising strategies and campaign goals, aligning with AgeWell’s strategic plan and encompassing donor cultivation and retention, gift/sponsor solicitation and intentional stewardship
- Convene regular meetings with the Development Committee, Ambassadors Council, and Sage Awards Committee building strong relationships and coordinating their assistance in reaching fundraising goals
- Expand the portfolio of prospects, donors and corporate partners through prospect research, identification and cultivation of new supporters
- Create, implement and manage a comprehensive donor relations plan to include donor communications, timely gift acknowledgements, and impact reports
- Identify, cultivate and solicit major gift prospects from individuals, foundations and businesses
- Identify, cultivate and solicit planned gifts from longtime AgeWell donors and volunteers
- Plan and coordinate Mid-Year and End of Year appeals, AgeWell Giving Day (August 21 – National Senior Citizen Day) and Giving Tuesday campaigns, crafting messaging and strategies that engage board members, volunteers and donors
- In partnership with the Sage Awards committee, lead planning and execution of AgeWell’s annual fundraising luncheon, including coordinating nominations and honoree selection, securing sponsors and table hosts, planning and coordinating the run of show, and handling communications and logistics with AgeWell and venue staff
- Secure corporate sponsors for the Scam of the Month, resource guides and special projects
- Provide monthly development dashboards, analysis and reports on the overall effectiveness of fundraising campaigns and events for board meetings, applicable committee meetings and as requested by the Executive Director

Senior Leadership & Management

- Contribute to AgeWell’s annual and multi-year strategic planning and budgeting processes, leading implementation of development strategies and tracking relevant performance metrics
- Work collaboratively with the Executive Director and Senior Leadership team to create and maintain AgeWell branding and messaging strategies
- Supervise & support the Development team, communicating goals & strategies and delegating projects & assignments to achieve and exceed revenue goals for directory sponsors, Eldercare Coach partnerships, grants and contracts (3 staff - Eldercare Coach & Corporate Partnerships Manager, Grants & Operations Manager and Content & Events Manager)
- Supervise donor thank you letters, appeal mailings and data entry supported by the Client Services & Office Coordinator
- Coordinate monthly development tracking & reporting to prepare dashboard reports for the Executive Director, Executive Committee and board, attending meetings as requested
- Recommend and pursue process improvements and technology enhancements with the Grants & Operations Manager to improve operational efficiency and stewardship
- *Perform other related duties as assigned or requested*

Qualifications

- Bachelor’s Degree required
- 5+ years of relevant fundraising experience in a nonprofit organization with demonstrated success; CFRE certification a plus

- Ability to work and communicate with a wide range of internal and external stakeholders
- Ability to be an effective and articulate spokesperson for AgeWell in a variety of one-on-one and group settings
- Strong leadership and team/committee facilitation skills
- Experience with staff supervision/management
- Experience planning and executing successful fundraising events
- Experience in personally soliciting major and planned gifts
- Strong organization skills and ability to manage multiple priorities efficiently
- High level of integrity, confidentiality and dependability
- Required computer skills: Microsoft Office (MS Office Word, Excel & Powerpoint), donor database; familiarity with Salesforce and Google Drive preferred
- Ability to work a flexible schedule, including occasional nights and/or weekends

Job Type: 35 hours a week (qualifies as Full time for benefits)

Pay: \$57,000-62,000 per year (depending on experience)

Benefits:

- 12 Paid Holidays/personal day per year
- 12 Vacation days per year (accrued)
- 12 Paid Sick days per year (accrued)
- Medical (Employer pays majority)
- Employer paid Dental & Vision
- Employer paid Life Insurance (up to \$50k)
- 401(k) with employer match
- Hybrid work with flexibility to work in office and from home; schedule flexibility upon approval
- Extra days off between Christmas and New Years

Our Commitment to Diversity and Inclusion:

AgeWell Middle TN has a long history of working with and serving a diverse older adult population. We are committed to diversity and inclusion by intentionally growing our board and staff to more fully represent the diversity of our community. We believe that by doing so, we can better serve the needs of elders and families throughout the Middle TN region. We strongly value a diverse workplace and therefore encourage people of color, LGBTQ+ individuals, people with disabilities and veterans to apply.

As an equal opportunity employer, AgeWell Middle TN is also committed to providing a work environment free of discrimination. We are committed to providing equal employment opportunities for all employees and job applicants regardless of age, race, color, creed, ancestry, gender, marital status, medical condition, national origin, physical or mental disability, religion, sexual preference, and any other status that would violate federal, state or local laws, regulation or ordinance.

To apply:

Please send resume and cover letter to jobs@agewelltn.org Applications without a cover letter will not be considered. Email subject line should read "AgeWell Development Director"

Applications will be accepted until the position is filled.

No phone calls, please. Applicants selected for an interview will be contacted.

Details

- Date Posted: January 29, 2025
- Type: 35 hours/week (qualifying as Full-time for benefits)
- Job Function: Fundraising / Revenue Development
- Service Area: Social / Human Services
- Working Hours: 35 hours/week; M-F, 9:00a-4:00p; Hybrid with schedule flexibility, as needed